

WEST JEFFERSON HILLS SCHOOL DISTRICT THOMAS JEFFERSON HIGH SCHOOL MOVE SPECIFICATIONS FOR SERVICE CONTRACT

1. SCOPE OF THE WORK

- A. **Move all contents of the current Thomas Jefferson High School from, 310 Old Clairton Road Jefferson Hills, PA 15025 to the new Thomas Jefferson High School located at 830 Old Clairton Road Jefferson Hills, PA 15025**

Items to be moved include: Books placed in boxes, student and teacher supplies placed in boxes, tables, chairs, file cabinets, kitchen supplies, science equipment, family and consumer science equipment, maintenance and custodial supplies and equipment, and physical education equipment.

- B. Proposals will be evaluated by the owner and all decisions regarding the awarding of the contracts will be exclusively at the discretion of the owner. **Proposals are due no later than November 13, 2017 at 12:00 PM.**
1. Moving company will be notified of exact date of move in the spring of 2018. The move may be a phased move starting in June, 2018 and continuing through August 2018 (if parts of the building become available for move-in at different times). Moving will take place from 7:00 a.m. until 3:00 p.m. each day.
 2. The moving company will be given a floor plan with room assignments showing where items are to be moved.
 3. The move shall be completed by a date established by the District.
 4. The successful contractor will work on a lump sum basis, including a project manager to be present Monday through Friday, involving no overtime.
 5. The successful contractor shall agree to continue to provide competent workers and equipment, in quantities as required, to meet the move requirements.

C. Quotation Requirements:

1. **A mandatory pre-bid meeting will be held on Wednesday, November 8, 2017 at 9:00 a.m. at Thomas Jefferson High School to explain the Scope of Work and the process for submitting a bid for the Project. Following the meeting, a tour of the building will be given and questions will be answered.**
2. Moving contractor is required to submit a lump-sum bid for the move as described in these specifications.
3. The contractor should base their proposal on the assumption that they will be required to move all labeled contents from the rooms of origin.
4. The contractor shall provide all necessary boxes, packing tape and labels starting in December 2017 and continue to supply necessary boxes and tape and labels up until the day of the move.
5. The contractor shall anticipate providing all tools and equipment required to complete the move.
6. The Mover shall designate a Project Manager to coordinate communication between the mover and the school district. He or she shall represent the mover during all phases of the work being performed.
7. Employees of the mover shall wear name badges and a form of identification that is clearly discernible (T-shirts bearing the company name, for example) at all times during the move.
8. The mover shall be responsible for any and all loss or damage to buildings, building sites, and or other means during the performance of the project described herein. Sites include all structures and utilities; as well as adjacent portions of streets, sidewalks, landscaping, and other property. Where items are damaged beyond repair or are lost and irreplaceable, the mover shall reimburse the district for the full market value of those items.
9. Proof of Moving Company's Insurance is required.
10. It is the intent of the West Jefferson Hills School District to engage those contractor(s) who demonstrate their competency to complete the requested work and who submit the lowest responsible bid. The West Jefferson Hills School District will provide direction to the successful bidder as to when the move will begin.

2. **QUALIFICATIONS OF BIDDERS**

All bidders submitting a Bid for the work herein described shall meet the following qualifications and shall submit with their bid the qualification form attached hereto:

1. Shall have been in the business of providing moving services covered by these Specifications for a period of at least five (5) moves;
2. Has completed moves particularly in educational institution moves, within the last three (3) years greater than the size and scope of the move anticipated by the West Jefferson Hills School District in order to demonstrate competency.
3. Provide a list of all similar projects done in the last five (5) years, the project name, the name, address, email and/or telephone number of the project owner, and the name of the contact person who has knowledge of the project and the size and scope of the project;
4. Has in their possession all tools and equipment necessary to perform safely and accurately the work required by these Specifications;
5. The Contractor shall not sublet this contract nor assign the same by power of attorney, or otherwise.

3. **COMPENSATION**

1. The Contractor(s) hereby agrees to accept compensation for furnishing all the required materials, labor, tools, equipment, etc., for the proper execution and completion of the whole of the work, and/or services hereinbefore described to be done under this agreement, at the price or prices, amount or amounts as stated in this proposal.
2. No additional compensation will be allowed for consumable items.
3. When a building has been visited, no travel time or expenses will be allowed to obtain tools and return to the building for completion of work.
4. The successful contractor(s) shall be responsible for the payment of any legally imposed sales tax or taxes upon materials required for this project.
5. Each bidder shall state its Federal Tax Identification Number on the provided bid form. The District is required to report to the IRS on Form 1099 all payments involving labor or services provided by vendors.

6. If awarded this bid the bidder's signature on the proposal shall be deemed as his/her signature on the contract and when countersigned by the District shall become a binding contract to furnish the proposed and awarded work.

All sealed bids must be received by Ryan Snodgrass at West Jefferson Hills School District, Facilities Department, 835 Old Clairton Road Jefferson Hills, PA 15025 ATTN: Moving RFP.

NO LATER THAN 12:00 PM ON NOVEMBER 13, 2017.

Bids received after 12:00 P.M., or at a location other than the Business Office, **will not be accepted.** Bids will be publicly opened on **November 13, 2017 at 12:30 PM** in the Upper Level Conference Room in the District Administrative Offices at 835 Old Clairton Road Jefferson Hills, PA 15025.

**WEST JEFFERSON HILLS SCHOOL DISTRICT
REQUEST FOR PROPOSAL FOR MOVING SERVICES
REPLY FORM**

Name of Company _____

Authorized Signature _____

Print Name _____

Title _____

Tax ID Number _____

Date _____

Street Address _____

City, State, Zip _____

Phone _____

Email _____

Additional Comments _____

Questions to be answered:

1. Can you complete the move in phases over several months if needed? YES or NO

2. Will you provide boxes, tape, and labels for no charge? YES or NO

3. If you charge for boxes, tape and labels, what is the per unit cost for each item listed below:
18" x 18" x 24" Box \$ _____
24" x 24" x 18" Box \$ _____
Packing Tape \$ _____
Label \$ _____

4. Do you recycle items no longer wanted? YES or NO

What types of items do you recycle? _____

If you recycle items what is the cost? \$ _____

5. Do you discard (trash) items that are no longer wanted? YES or NO

If so what types of items do you take and is there a fee? What is the fee?

6. Do you provide auction services for selling unwanted items? YES or NO

TOTAL BID AMOUNT _____